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8

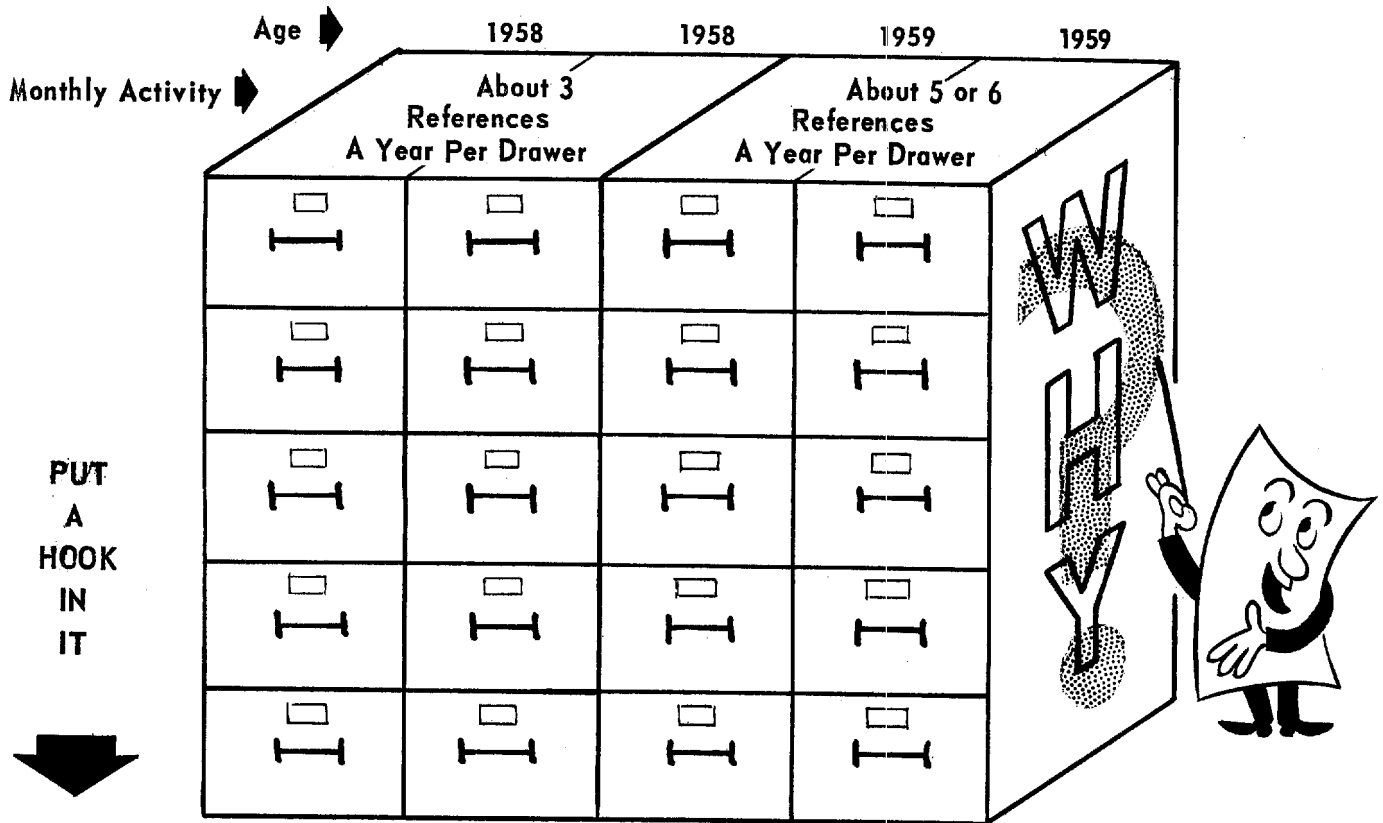
GLOSSARY OF RECORDS DISPOSITION TERMS

Administrative Value	A value of records to the agency that created them in carrying on its business.
Archives	The permanently valuable records created or received by a governmental body for its official purposes and made a part of its official documentation.
Disposal	Removal of records by destruction, by sale as waste paper or other forms of salvage, or by donation. Most disposal is by sale as waste paper.
Disposal List	A document authorizing the disposal of a group of records no longer needed. This is a one-time authorization and permits disposal only of the precise records described.
File Break	A cut-off point in a file, usually based on a calendar or fiscal year date. Such breaks are often made to coincide with scheduled periods for destruction or transfer to a records center.
File Copy	A copy of a document in an official agency file.
Fiscal Value	A value of records for fiscal purposes, such as for financial collection, disbursement, budgeting, accounting, and related activities.
General Records Schedules	Schedules issued by the General Services Administration covering records common to several or all agencies. Included in such records are the so-called "housekeeping" records.
Historical Value	A value of records for historical and similar research purposes.
Housekeeping Records	Records pertaining to the running of an agency such as those relating to personnel, fiscal, and supply functions.
Legal Value	A value of records for legal purposes and pertaining to the rights and obligations of the Government and of individuals.
Non-record Material	Papers or published materials which are not recognized by the agency as records as defined by the Records Disposal Act of 1943.

Permanent Records	Records considered to be so valuable or unique in documenting the history of an agency or for other reasons that they are to be preserved as part of the National Archives of the United States.
Program Records	Records pertaining to activities or functions peculiar to an individual agency.
Reading File	An extra copy file of outgoing correspondence, usually arranged chronologically. Also called "day file."
Record Copy	That copy of a document which is regarded by the agency as the most important or the key official copy.
Records Control Schedule	A document listing all files of an agency, office, or function; showing the records to be retained and those to be destroyed; and providing when the various files should be transferred from office to center-type space. The schedule provides for periodic transfer and disposal and may be used repeatedly.
Records Disposition	That area of records management concerned with planning the future of the records. Decisions are made as to whether the records should be retained permanently or for limited periods of time and when they should be moved from office to center-type space. These decisions are recorded in the Records Control Schedule.
Retention Period	The stated period a record should be kept.
Schedule	A listing of records that have accumulated in an agency or that may in future accumulate, together with instructions as to their retention or eventual destruction. A schedule provides for periodic disposal and may be used repeatedly.
Screening	A procedure by which selected disposable papers are physically separated from papers which are to be retained for a longer period or permanently.
Site Audit Records	Fiscal papers created by agencies and retained in agency space for General Accounting Office auditors.
Temporary Records	Records which are disposable as valueless after stated periods of time.

# PREVENT UNNEEDED FILING

No.1



	<b>WHAT</b>	are these records?	A DIVISIONAL central correspondence file.
	<b>WHERE</b>	are they located?	In the division director's office.
	<b>WHO</b>	uses these records?	The division director and his secretary.
	<b>HOW</b>	are they used?	To check for previous correspondence when nothing can be found in the SECTIONAL files.
	<b>WHY</b>	are they used?	Sectional files are 6 doors down the corridor.
	<b>WHEN</b>	are they used?	Constantly for filing, infrequently for reference.

**ADDITIONAL FACTS:** EACH SECTION of the division MAINTAINS A CASE FILE reflecting the official actions of the section. These case files are the key records of the division. They include in them all correspondence, memoranda and reports of the sections. They are filed within year by case number. They are indexed by name and subject.

## PLAN YOUR IMPROVEMENT.

Indicate on the file cabinets above what should be done with these records. Give reasons for decision below.

# USE DISPOSAL AUTHORITY PROMPTLY — TRANSFER TO RECORDS CENTERS



Age →	FY 1954	FY 1955	FY 1956	FY 1957	FY 1958	FY 1959
Monthly Ref. →	No References	One Reference Monthly	Three References Monthly	Fifteen References Monthly	Forty References Monthly	Eighty References Monthly
	<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I	<input type="checkbox"/> I
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**CONTRACTS**  
Under \$1,000 for  
supplies, office  
equipment and  
services.  
  
Include Invitation  
to Bid,  
Statement of  
Award, Amend-  
ments and re-  
lated papers.

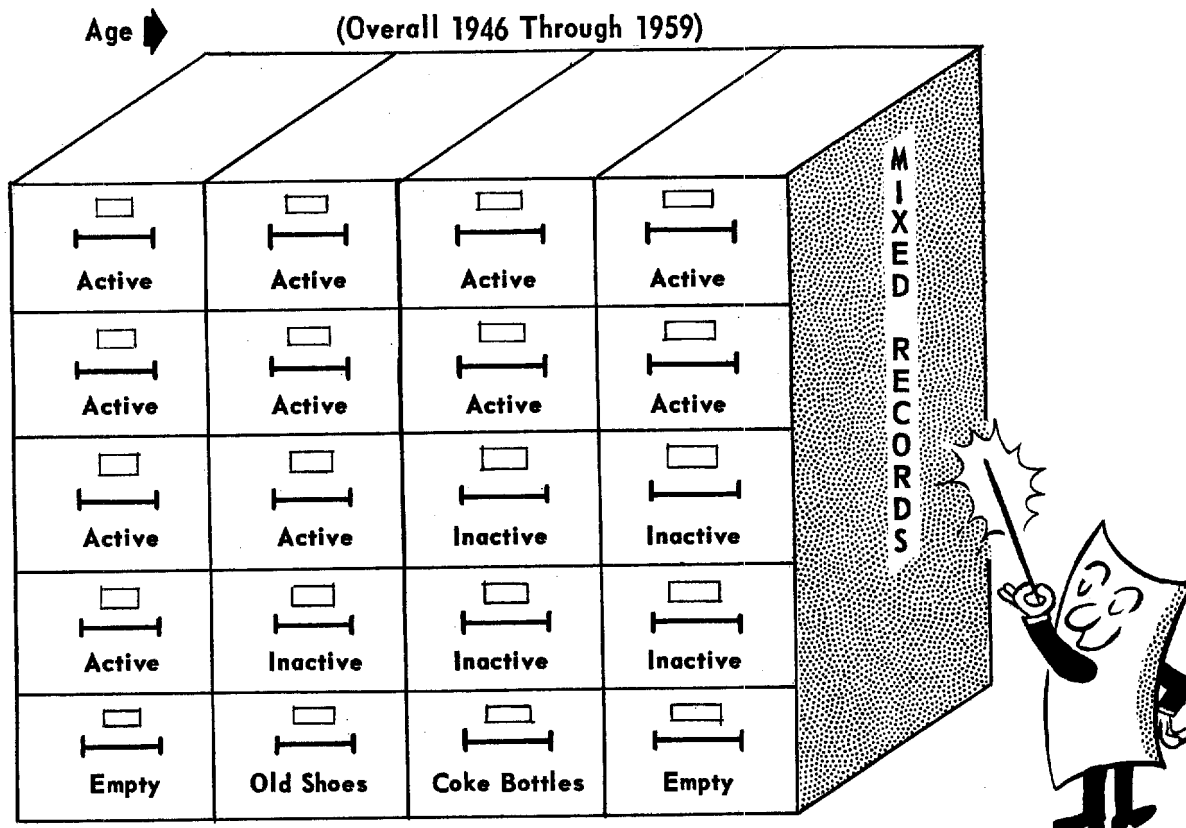
**ADDITIONAL FACTS:** Records are filed in the agency procurement office. They are used by contract technicians in developing contracts and handling contract problems. Records are not needed 4 years after the fiscal year in which final payment is made. Final payment is made in the year as shown above for each of the file cabinets.

Note on each file cabinet your decision on which records you would DESTROY, TRANSFER, or KEEP IN THE OFFICE as of now.

# INVENTORY THE RECORDS

Approved For Release 2001/08/30 : CIA-RDP74-00005R000100010044-5

No. 3



## ADDITIONAL FACTS:

This office is responsible for the approval of equipment of all types used in agency projects.

1. Drawers marked "INACTIVE" contain closed case files only.
2. Drawers marked "ACTIVE" contain material which could be grouped into the following classes. The folders are filed alphabetically by subject without any grouping.
  - a. Copies of Personnel Records
  - b. Budget Papers (Worksheets and copies of estimates used for convenience)
  - c. Copies of Reports (including statistical, narrative and work progress reports)
  - d. Precedent Rulings (from the General Counsel's Office settling legal questions about the projects and the use of equipment)
  - e. Correspondence, etc. (used for reference, containing catalogues and prices lists from manufacturers)
  - f. Case Files (cases not yet closed)

WHAT WOULD YOU DO FIRST -

WRITE YOUR DECISIONS ON THE FILE CABINETS AND NOTE BELOW THE IMMEDIATE BENEFITS YOU HAVE ACHIEVED.

No. 4



## COMPLETE SCHEDULE COVERAGE

7/30/54

RECORDS CONTROL SCHEDULES

NSA 7 (7 - 9)

7. **CONTRACTS OF LESS THAN \$1,000 FOR SUPPLIES AND SERVICES**, including office equipment supply contracts, and service contracts for public utilities, factual data reports, credit reports, etc. Include Invitation to Bid, Statement of Award, contract amendments and related correspondence.

**DISPOSE** 4 years after close of fiscal year in which final payment is made.

**TRANSFER** to a Federal Records Center 2 years after the close of the fiscal year in which final payment is made.

7/30/54

RECORDS CONTROL SCHEDULES

NSA 5 (3 - 7)

3. **PRECEDENT RULINGS ON THE USE OF EQUIPMENT IN AGENCY PROJECTS.** Includes correspondence leading to request for decision and the decision received from the General Counsel's office.

**RETAIN.**

These are records of continuing value representing legal interpretations and authority for technical decisions.

4. **PROJECT CASE FILES**, including requests from project supervisors for approval of equipment, technical review data and correspondence with manufacturers, the Bureau of Standards and project supervisors, copies of approvals or disapprovals and related records.

**DISPOSE** 3 years after the close of case.

**TRANSFER** to Federal Records Center 1 year after close of case.

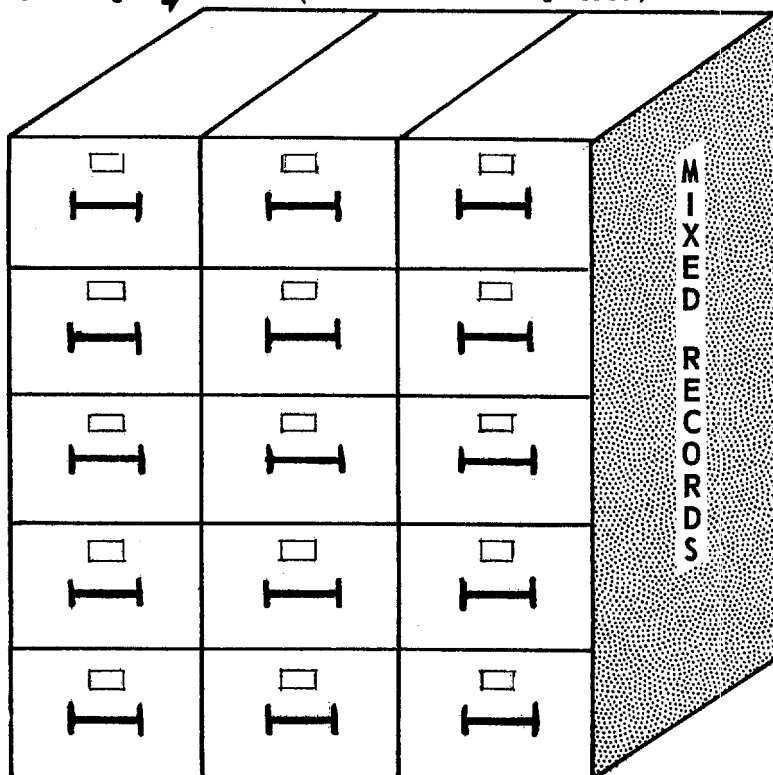
5.



# PLAN FILE BREAKS

## Avoid Screening

Age → (overall 1946 through 1959)



(Refer to Worksheet No. 3. These are the records remaining in the Files after the Inactive Records were transferred, and 1 file cabinet returned to stock)

### THESE ARE THE FACTS:

We have three cabinets of records which contain the general subject file marked "ACTIVE" in Example No. 3.

We have separated the file folders into three groups as they were scheduled:

1. **PRECEDENT RULINGS** (1 drawer)
2. **PROJECT CASE FILES** (2 drawers - active)  
There are four empty drawers.
3. **ADMINISTRATIVE FILES** (8 drawers)

The **PRECEDENT RULING FILES** contain material from 1946 through 1959. Additions to this file are infrequent - not more than two inches of file space a year.

The **PROJECT CASE FILES** are dated 1958 and 1959. They accumulate at the rate of one drawer per year and become inactive at about the same rate.

The **ADMINISTRATIVE FILES** contain material from 1950 through 1959. They grow at the rate of one file drawer per year. They consist of folders under various headings, most of which include within a single folder material on the subject for several years. For EXAMPLE, any one of the many Work Progress Report folders would contain material for the entire eight year period.

**SIMPLIFY THE FILES.** Note on each file drawer the type of file and the year or years of the material it should contain. Note advantages here.

**SUBJECT: Review of Records Control Schedule**

A periodic review of the Records Control Schedule is of primary importance to the satisfactory disposition of files. Division Records Officers are asked to inspect their respective portions of the schedule to insure, first, that it is a reflection of their current files, and second, that the descriptive write-ups and disposition instructions are adequate and realistic. In addition, the Records Management Staff has asked that the present volume of each item be determined to assist them in evaluating our records retirement program.

New files, started since the origin of the Records Control Schedule should be added; similarly, files discontinued since that date should be deleted. Please note that the identification write-up for a new file includes, among other things, its title, description, arrangement, and inclusive dates.

Also subject to reappraisal are the disposition instructions for existing files. Changing conditions may allow an earlier destruction of material or dictate that it be kept longer. Particularly in need of review are indefinite instructions of the "destroy when no needed" type. They should be avoided to the greatest extent possible. Preferable would be an instruction to destroy in 5, or even 10, years.

Records Management Staff has furnished these additional instructions for your guidance:

1. The Records Control Schedule is your authorization to destroy certain records at periodic intervals and to transfer other records to the Records Center.
2. Classified Document Receipts (Top Secret, Secret and Confidential) Forms 615, 615a, and 1148 (also similar forms used for the same purpose) can now be destroyed after 2 years.
3. Courier receipts, including Top Secret, can now be destroyed after 3 months.

Attached is a sample of the review form that will be available. Records Officers are urged to keep in mind the high cost of maintaining unnecessary files, expensive in terms of employee efficiency as well as in dollars and cents.



**RECEIVED**

2000

~~SECRET~~  
When Filled In)  
1/08/30 : CIA-RDP74